

CITY OF SELAH
RECREATION SUPERVISOR

This job description is intended to present a descriptive list of the range of duties performed by the position. It is not intended to reflect all duties performed within the job.

DEFINITION

Under the direction of the City Administrator, oversee the planning, organization, development of city recreational programs and activities. Provide direction to Recreation Coordinator. Promote and plan self-sustaining recreational programs. Oversee the interview process for part-time employees and volunteers. Manage recreation budgets. Direct the management of programs, operations, and maintenance of City pool.

SUPERVISION RECEIVED AND EXERCISED

Receives supervision from and reports to the City Administrator.
Exercises direct supervision over the Recreation Coordinator.

FSLA STATUS: Exempt, non-union.

ESSENTIAL JOB FUNCTIONS

Essential functions and duties include, but are not limited to, the following:

1. Review and evaluate City-sponsored recreational activities to ensure effectiveness, high quality, cost effectiveness and customer satisfaction
2. Advocate and work closely with citizens and other service providers in a cooperative effort for recreation needs.
3. Direct the management of programs, operations, and maintenance of City pool.
4. Develop partnership opportunities with Selah School District, Yakima County, Chamber of Commerce, civic groups and other government agencies.
5. Provide thorough analysis and prepares written reports to the City Council and the City Administrator, outlining comprehensive recommendations in the in areas related to recreation and facility services.
6. Prepare recreation budgets, monitor and manage funds as appropriated.
7. Establishes and implements policies, procedures and standards consistent with City ordinances to ensure safe, quality and efficient programs.
8. Maintains communications and effective working relationships with co-workers, supervisors, other government agencies, elected and appointed officials, community groups and the public.
9. Research and prepare grant applications for funding assistance.
10. Assume management responsibility for all services and activities of the Recreation Department including senior community center, aquatic programs, youth programs, adult sports and related recreational services or activities.
11. Manage and participate in the development and implementation of goals, objectives, policies and priorities for programs. Recommend and administer policies and procedures.
12. Act as a liaison between select boards or groups and the City of Selah.
13. Handles all City tourism promotional and related activities.

NECESSARY KNOWLEDGE, SKILLS AND ABILITIES:

- Operations, services and activities of a comprehensive City recreation program.
- Principles of supervision, training and performance evaluation.
- Organizational and management practices as applied to the analysis and evaluation of programs, policies and operational needs.
- Principles and practices of recreation program development and administration.
- Marketing principles and practices and their application to a wide variety of community facilities and services.
- Principles, methods and techniques of instruction in assigned areas.
- Methods and techniques of planning, organizing and supervising recreation activities.
- Methods and techniques of scheduling.
- Occupational hazards and standard safety practices.
- Pertinent Federal, State and local codes, laws and regulations.
- A wide variety of recreation facilities, including daily operations and equipment.
- Rules, practices, techniques and equipment used in a wide range of recreation activities.
- Principles and procedures of record keeping.
- Modern office procedures, methods and equipment including computers and software.
- Manage, Direct and coordinate the work of supervisory, professional, technical and clerical personnel.
- Organize, direct and implement recreation programs suited to the needs of the community including senior programs, aquatic programs, youth programs, adult sports and other recreational programs.
- Provide administration and professional leadership for the Recreation Department.
- Recommend and implement goals, objectives and practices for providing effective and efficient services.
- Ensure programs compliance with Federal, State and local rules, laws and regulations.
- Select, train, supervise and evaluate staff.
- Prepare and administer complex budgets
- Prepare clear financial reports.
- Interpret and apply administrative and departmental policies and procedures.
- Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of goals.
- Research, analyze and evaluate new service delivery methods, procedures and techniques.
- Work effectively with others to achieve personal, team, department and Citywide goals.
- Anticipate customer needs and give high priority to customer service and satisfaction.

SPECIAL REQUIREMENTS:

- The employee may be required to work hours or days other than the normal work week.

QUALIFICATIONS

Education, Experience, and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education:

- BA in Recreation Management, Public Administration, or related field

Experience:

- Three years of increasingly responsible supervisory experience working in recreation programs.

Training, licensing, or certifications:

- Possession of current first aid/CPR certification
- Possession of valid Washington State Driver's License

WORKING CONDITIONS

Environmental Conditions:

Office and indoor/outdoor recreational facility environment; travel from site to site; exposure to computer screens, potentially hazardous chemicals, inclement weather conditions; may work in or with water; may work on slippery or uneven surfaces. Schedule may include evening and weekend hours

Physical Conditions:

Essential functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting and carrying; operating motorized vehicles; may operate pool equipment; near visual acuity for performing administrative tasks on a computer.

Note:

1. Any combination of education and experience may be substituted, so long as it provides the desired skills, knowledge and abilities to perform the essential functions of the job.
2. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. However, some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.
3. While requirements may be representative of minimum levels of knowledge, skills and abilities to perform this job successfully, the employee will possess the abilities or aptitudes to perform each duty proficiently.
4. This job description in no way implies that these are the only duties to be performed. Employees occupying the position will be required to follow any other job-related instructions and to perform any other job related duties requested by their supervisor.

I have read and understand this class description.

Signature

Date